




~~SECRET~~
(CLASSIFICATION)

FORUM PANEL RECOMMENDATION		DATE <i>operatione/</i> 23 October 1968
RECOMMENDATION ① Do a systems analysis of the DDP. Identify functions and compare and evaluate records systems now in being to eliminate duplication and waste and provide the most efficient records systems in light of current technology to do the work of the clandestine services. ② SECRET microfilming criteria in the DDP to include historical interest and the complete ^{vital} operational record. Keep the		
EXPLAIN RELATED REASONS OR PROCEDURES hard copy only for current work of the desk to be destroyed when no longer active and provide the desks with microfiche copies of inactive operational & subject files & chronos. ③ Develop a system for handling audio transcripts so the intelligence product can be retained in microfiche and the audio tape can be destroyed.		
SIGNATURE OF PANEL MEMBER		PANEL GROUP NUMBER 25X1A9a
PANEL GROUP COMMENTS		25X1A9a

CENTRAL PANEL REVIEW		
ACTION		25X1A9a

FORM 10-68 2900

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